



CITY OF ROCK HILL, SOUTH CAROLINA

REQUEST FOR PROPOSAL

Northwest Water Tank Landscaping Project

October 16, 2009 @ 10:00 AM

The City of Rock Hill is seeking bids on the Landscaping of the Northwest Water Tank.

The process of responding to this Request for Proposal (RFP) should involve interested companies reviewing and analyzing the information provided herein and responding in writing to any and all items where a response is requested.

BACKGROUND

The City's Utilities Department is responsible for managing this project.

BID REQUEST

Sealed bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until **10:00 A.M.** local time on **October 16, 2009** at which time they will be publicly opened and read aloud. All Companies submitting bids will be notified when an award is made.

The bid opening will begin promptly at the appointed time in the Operations Center Conference Room, 349 Columbia Avenue, Rock Hill, South Carolina. No bid may be submitted after the bid opening begins. The bidder is solely responsible for the timely submission of his/her bid.

No bid may be withdrawn for a period of forty-five (45) calendar days after the bid opening.

Bids may be mailed to City of Rock Hill, Attn: Marty Burr, P.O. Box 11706, Rock Hill, South Carolina 29731 or hand delivered to Marty Burr, Purchasing Office, 349 Columbia Avenue, prior to the appointed time of the bid opening.

All bids must be in a sealed envelope and marked **“SEALED BID; Northwest Water Tank Landscaping Project”**

All bidders must comply with State and local laws, ordinances regarding fees, licensing and bidding requirements.

If an award is made, it will be made to the lowest responsible and responsive bidder(s) meeting all specifications, terms, and conditions.

Should all bids be higher than the amount allocated by the City for this project, the City reserves the right to negotiate in good faith with the low bidder. Failing an agreement, the City may reject all bids and resubmit for new bids or make any other decisions it deems to be in its own best interest.

The City reserves the right to accept or reject any and all bids, waive technicalities, and make decisions as it deems in its own best interest.

Special consideration may be given to companies and or products made in the USA. The City of Rock Hill is committed to utilizing companies and products originating, developed, manufactured and distributed in this country. Please include this information in your proposal.

All bids must be approved by the Rock Hill Utilities staff, and the City Manager of Rock Hill.

INSTRUCTIONS TO BIDDERS

Bidders are to use the Bid Sheet provided herein for submission of bid.

Insurance and business license forms are to be submitted only by the successful bidder.

Indemnity Provision is to be signed and submitted to the City of Rock Hill, only by the successful bidder.

Contractor will be responsible for all installation and site clean up.

The bid is to be expressed in terms of a total turn key fee for providing all services detailed herein.

All equipment, material and labor will carry a 100% warranty for a term of one year from project completion date.

The City of Rock Hill reserves the right to terminate this contract at any time by submitting written notice to the contractor at least ten (10) calendar days in advance.

Hours of operation: Work can be performed anytime Monday through Friday.

Please list three business references that you are currently engaged in similar type practice. Also to be included person of contact, phone number and address for each.

1. _____

2. _____

3. _____

WMBE STATEMENT

It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuant of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.

It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

Illegal Immigration Reform Act Compliance

“The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled **Unauthorized Aliens and Public Employment** and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors.”

Please Include Three Copies of Your Quotation

MANDATORY PRE-BID CONFERENCE AND SITE TOUR

A Mandatory pre-bid conference will be held at the Water Tank Site near the intersection of Hwy 901 and Rawlinson Rd., Rock Hill, SC on *October 1, 2009 @ 10:00* A.M. All prospective bidders are required to attend.

Successful bidder must comply with the insurance provisions detailed herein. For bids under \$5,000, an Insurance Certificate on the ACORD form is acceptable.

Questions regarding Insurance or Bond requirements should be directed to Dot Archie, Risk Management Supervisor, at (803) 329-7025. Inquires, re: terms and conditions, etc should be directed to Marty Burr at (803) 329-5551

City Business License: The successful firm, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Visit our web-site: www.cityofrockhill.com or call (803) 329-7042 to determine the exact amount or to ask any other pertinent questions regarding doing business in the City of Rock Hill.

Provision of Service

The selected contractor shall be responsible for all services and supplies necessary to effectively landscape the Northwest Water Tank Beds as defined. This includes all labor, equipment, supplies, clean up, and materials.

II. BID PROPOSAL INSTRUCTIONS AND TERMS

11.1 Mandatory Pre-bid Conference

(October 1, 2009 @ 10:00 A.M)

A **mandatory** pre-bid conference will be held at the Water Tank Site near the intersection of Hwy 901 and Rawlinson Rd., Rock Hill, SC 29730. Only those companies with representatives in attendance at this meeting will be allowed to submit a bid proposal. Companies will be given a print of the project. This is the time to address questions.

11.2 City Contact

If you have any questions regarding this RFP or scope of service, contact Marty Burr, Performance Manager at 803-329-5551.

11.3 Qualified Contractor

A qualified contractor is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance and service contained within this RFP. Landscaping companies must have a minimum of (3) three years of experience in the provision of similar construction or provide other evidence of qualifications of delivering the service requested.

11.4 Completion of Work

We Would Like To Have All Work completed on or Before November 20, 2009. Please let us know of your anticipated completion date, this date will be taken into consideration during the selection process.

BID SHEET

We the undersigned, affirm that we have read, and understand, the terms, conditions, and the scope of services as stated in this bid solicitation. In accordance with the same, we hereby submit the following proposal:

Total lump sum quote to Landscape the Northwest Water Tank Beds in accordance to the standards enclosed.

\$(_____)

Company Name: _____

Phone # () _____ - _____ Fax# () _____ - _____

Email; _____

NAME: _____

TITLE: _____

SIGNATURE: _____ DATE _____

Northwest Water Tank Landscaping Tree and Shrub Planting RFP Specifications

REFERENCES

1. ANSI A300 (Part 6) - 2005 Transplanting
2. ISA Best Management Practices – Tree Planting
3. ANSI Z-60.1 - American Standard for Nursery Stock
4. Rock Hill City Code

SCOPE OF WORK

Furnish and plant shrubs, grasses and groundcover (see plant and mulch list below) according to all specifications. Mulch all bed areas with Double Hammered Hardwood Dark Color mulch 3”-4” thick.

STANDARDS AND SPECIFICATIONS

1. All plant material shall meet all specifications herein, including but not limited to the physical specifications of the desired nursery stock describing the planting size and quality. All plant material is subject to inspection and approval by the Park Supervisor prior to installation. The City reserves the right to reject any plants which do not meet the required specifications for size or quality.
2. All plant material shall be installed according to ANSI A-300 Transplanting Standards and ISA Best Management Practices - Tree Planting. All transplanting work is subject to inspection and approval by the Park Supervisor. The City reserves the right to reject any work which does not meet the required specifications.
3. The planting beds shall be prepared to a depth of eight (8) inches with a planting mix of 80% native soil and 20% approved soil amendments. Planting beds shall be prepared wide enough to accommodate all roots without crowding. All rocks, sticks or other debris larger than two (2) inches in diameter shall be removed prior to planting. Soil amendments will be approved by the Utilities Supervisor.
4. All old grass and weeds will need to be killed prior to start of soil preparation.
5. Plant all material according to drawing.
6. City of Rock Hill will supply permits if needed.

TRANSPLANTING OBJECTIVES

The objective of transplanting shall be to establish the healthiest, highest quality plant material (trees and shrubs) according to the standards contained in ANSI A-300 (Part 6) 2005 Transplanting.

REQUIREMENTS

- Contractor must consult with and notify the Utilities Supervisor regarding approval of nursery stock prior to or upon shipment.
- Transplanting must be performed according to ANSI A300 (Part 6) – 2005 Transplanting and ISA Best Management Practices – Tree Planting.
- Contractor is responsible for calling PUPS and having all utilities located prior to any digging or transplanting.

- Contractor shall install materials according to the drawings supplied by the City of Rock Hill. Any field adjustments from the drawings must be approved by the Utilities Supervisor prior to doing work.
- Contractor shall be responsive to customers, according to the customer service standards of the City of Rock Hill.
- At City of Rock Hill discretion, Contractor shall replace any declining or dead plant material (at Contractor's expense) at the end of one year from the date of planting.
- Contractor not responsible for replacing trees or shrubs damaged by vandalism or vehicular collision.

SPECIFICATIONS FOR TREES, SHRUBS, GROUNDCOVER AND MULCH

Plant Schedule

Trees			
Qty	Common Name	Size	Remarks
3	River Birch	Min 12' - 14' Ht	Clump Birch, Min 3 Stems
23	Arborvitae	8' - 12' Ht.	
9	Red Maple	Min 12'	
37	Winter King Hawthorn	2" Cal.	

Shrubs			
Qty	Common Name	Size	Remarks
119	Compacta Holly	24" - 30"	
9	Wax Myrtle	3' - 4'	
27	Sea Green Juniper	18" - 24"	

MULCH

All beds will be mulched with **Double Hammered Dark Hardwood**. Beds will be mulched collectively (a dense 3"-4" inch minimum layer of Dark Mulch sufficient to completely cover the bare ground in the entire bed).

Quantity: whatever it takes to provide a dense, 3-4 inch layer as described above.